# **Performance Review**

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| --- | --- |
| First name:  | Last name:  |
| Position:  | Reviewer name: |
| Review period: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## **Ratings and Descriptions**

|  |  |
| --- | --- |
| **Rating** | **Description** |
| 3 | Exceeds expectations | Employee’s performance consistently exceeds expectations |
| 2 | Meets expectations | Employee’s performance is adequate |
| 1 | Does not meet expectations | Additional training, efforts and/or experience required |
| N/A | Not applicable | Does not apply |

## **Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Personal rating** | **Reviewer rating** | **Comments** |
| 1. Organization
 |  |  |  |
| 1. Planning
 |  |  |  |
| 1. Time management
 |  |  |  |
| 1. Punctuality / Attendance
 |  |  |  |
| 1. Initiative
 |  |  |  |
| 1. Desire to improve
 |  |  |  |
| 1. Motivation
 |  |  |  |
| 1. Autonomy
 |  |  |  |
| 1. Teamwork
 |  |  |  |
| 1. Company contribution
 |  |  |  |
| 1. Presentation and appearance
 |  |  |  |
| 1. Leadership
 |  |  |  |
| 1. Verbal communication
 |  |  |  |
| 1. Written communication
 |  |  |  |

**Main strengths**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Main areas for improvement**

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**Goals for next review period**

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IN WITNESS WHEREOF, the concerned parties attest to having read and agreed with the information in this document.

**Employee signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewer signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

